

Frequently Asked Questions @ SMS Webpage – “Parent Resources”

ATHLETICS – For 7 & 8 Graders

- **Where are athletic schedules?** *Athletic Director: Jay Schwanke, 614.718.8581.* For forms, try-out/practice/game information, go to: www.dublinschools.net/Sells_Athletics, Facebook, or Twitter (@SellsAthletics). Practice and game information is updated approximately 2pm each day.

- Bringing a team meal?

If you arrive before 3:08pm, enter Door 1/Office to sign in and receive a visitor's badge. Then, proceed to the Commons.

If you arrive after 3:08pm, enter Door 12 with your items.

- Event cost?

Adults: \$4; Students (K-12): \$2; Seniors (60 or older): Free

ATTENDANCE & APPOINTMENTS

- Student tardy or absent?

Call the **SMS Attendance Line - 614.718.8572 - by 9am**. Late-arriving students can walk unaccompanied into the Office to sign in. For late arrivals, Door 1/front loop traffic flows from south to north. See Student Handbook for parent/doctor note requirements.

- Student has to leave between 8:28am-3:08pm?

* On the day of the departure, send a note with your student stating what time you need them in the Office along with the reason, and your signature. Ask your student to bring the note to the Office as they get off the bus to get a Pass.

*** A parent must sign out their child in the Office/Door 1. Please refer to the Middle School handbook on the need for parent or doctor notes.

* If your student leaves near the end of the day, please plan for pick up by 2:45pm. As 3pm approaches, buses are at Door 1 and block our visitor parking spaces.

*** When returning to SMS, a student can walk unaccompanied into the Office/Door 1 to sign in.

- Student is leaving during the day, but you didn't send a note with them?

Arrive at SMS, allowing 10-15 minutes from the time you arrive at the Office/Door 1 for us to call your student's classroom, and for them to travel to the office. No need to call ahead.

- Student to be on a planned absence (one or more full-day absences)?

One week before the absence begins, print a "Middle School Pre-Arranged Absence Form" from the SMS webpage

(www.dublinschools.net/Downloads/Pre-ExcusedAbsenceForm.pdf) or ask your student to pick up a form in the Office. Complete, sign, and ask your student to present the form to every teacher. *** Last step: Your student submits the completed form to the Office, before the absence begins.

For extended absences, please review the DCS Middle School Handbook or please contact your student's School Counselor:

6 Gr: Dawn Wolf, 614.718.8573

7 Gr: Missy Fisher, 614.718.8586

8 Gr: Juan Rolon, 614.718.8574

BUS

- Student wants to bring a friend home on the bus?

Each student must have a note from their parent, stating names, reason, date, and must have the parents' signatures. Both students bring their notes to the Office upon arrival at SMS. Once approved, the students give the "SMS Bus Note" to the bus driver. Approval is based on seat availability on buses, at the bus driver's discretion. Transportation usually allows a student to bring up to 2 guests.

- Need to stop your student from getting on the bus?

Call the Office, by 2:45pm, at 614.764.5919. Ask your student where their bus is parked at dismissal, and what is the bus number, in case, you arrive and will need to go directly to the bus to get your student. At dismissal, buses are parked in three locations.

- Why is my student's bus late?

For any concern or question about an SMS bus or route, please call Transportation - 614.764.5926 – who can directly speak with the bus drivers.

CALENDARS

- Where do you find SMS events?

At dublinschools.net, under SCHOOLS, choose the SMS webpage. The calendars are on the lower right side. "Community" is all events, except for athletics. Scroll to find your event; click on the event's title to see "more details."

- Is it an "A" or "B" day?

On the first day of the week that students are in session, "A" or "B" Day is indicated on the Community calendar.

CHANGE OF ADDRESS

- Have a new address or phone number?

COMING SOON! → Go to www.dublinschools.net, and click "Express Update" to enter the new information. Then, follow the directions to provide the new residency documentation to the SMS' Guidance Secretary.

- Moving within the SMS Attendance Area?

Please check with the SMS Guidance Secretary or Central Office to verify the residence you might buy or rent is within the SMS Attendance Area.

- Moving from the SMS Attendance Area?

Please contact the SMS Guidance Secretary to complete withdrawal forms.

CLINIC

- Student not feeling well?

Students report immediately to the Clinic. The student will be evaluated, and parents will be contacted directly by the Clinic. If you receive a text from your student about not feeling well, please text back to report to the Clinic.

- Want to give your student medicine?

Enter Door 1/Office to sign in and get a visitor's badge. You will proceed to the Clinic, who will call for your student. FYI: Look under Forms/Links on our webpage for Form 5330 F4: Request for Student to Self-Administer Nonprescription Medication With and/or Without Supervision – High School/Middle School.

DROP-OFF SHELVES

- Student forgot something?

The Drop-Off Shelves are in the Office (to the right). Verify your student's item has their full name and grade visible, and complete the clipboard on the shelf (Post-Its, tape, pens are readily available). Office Helpers will deliver a notice to the student.

GUIDANCE

- Student wants to change their class schedule?

Student needs to see their School Counselor:

6 Gr: Dawn Wolf, [614.718.8573](tel:614.718.8573)
7 Gr: Missy Fisher, [614.718.8586](tel:614.718.8586)
8 Gr: Juan Rolon, [614.718.8574](tel:614.718.8574)

INFORMATION

- Where does a student find SMS information?

Please listen to the daily announcements during Home Base. Or, the SMS webpage at www.dublinschools.net/Sells_home.aspx. Hold cursor on "Schools News-Daily Announcements." Under "Parent Resources," at the SMS webpage, you will find Frequently Asked Questions, Clubs/Extracurriculars, Ski Club, Washington DC Trip, Pre-Arranged Absence form, etc.

COMING SOON! → Door 1 foyer display case

- Where does a student find SMS forms?

SMS webpage at www.dublinschools.net/Sells_home.aspx or in the Office form rack (behind the main door).

LOCKERS

- How to open a locker:

- Start @ zero.
- Go Right to 1st #.
- Go Left, go by 2nd #, and stop @ it the next time.
- Go Right to 3rd #.

It helps to pull the dial toward you, to be precise as numbers are selected.

- Student has a jammed locker?

Come to the Office to report the problem. Keeping the locker neat, to avoid items jamming the lock, helps.

- Student can't remember the locker combination?

Come to the Office for assistance.

- Student wants to decorate the locker?

School-appropriate decorations are permitted for locker *interiors only*. *Duct tape, stickers, contact paper, and markers cannot be used*. Magnets are a good choice. Students can decorate the exterior of a friend's locker for a birthday celebration, using minimal tape and removing all decorations and tape residue after two days.

LOST & FOUND

- Student lost something?

Lost & Found cart is located in the Commons. Valuable items (glasses, money, jewelry, phones, etc.) are kept in the Office. It helps if students write their names on items.

LUNCH PRICE

Lunch: \$2.80. Ask your student to have a backup plan, if they forget to bring their lunch or their lunch account runs low. Perhaps, have your student keep \$5 in their locker.

PARENT DROP-OFF (prior to 8:28am) & PICK-UP (after 3:08pm)

- Dropping your student off prior to the 8:28am bell?

Drop-off is at Door 12, and can begin at 8:15am. Parents enter the school grounds at the stoplight of High School Drive (at the cemetery), and then proceed through SMS' parking lot, tennis courts on your right - look for the One Way signage. Drop your student off at Door 12, and safely exit the parking lot, and turn right to the stoplight.

Remember: *The drop-off area can be very busy and become congested, and this is a no-passing area. Please give your student enough time to go to their locker, and arrive in Home Base before the bell at 8:28am.*

*** **Door 1 is for buses only.** ***

- Picking up your student after dismissal (3:08pm)?

Pick-up is at Door 12. Entering and exiting the SMS parking lot is the same as it is for drop-off (see previous entry). Please ask your student to wait patiently until it is your turn to pull up to Door 12.

*** **Door 1 is for buses only.** ***

PHONE CALLS

- Student needs to call home?

With a pass to leave class or after eating lunch/before being dismissed to the next class, a student can come to the Office to use our Student Phone or their personal cell phone. The student completes the student phone log, before calling. We ask all students to leave a message, if they get a voice mail.

- Did you receive a call from SMS?

If you receive a call from SMS, staff members always leave a message. *Be sure to listen to the message before returning the call!* so you may ask specifically for the person who needs you. SMS outgoing calls always register as the main number, but that is probably not who called you.

CONTACT INFORMATION

- Need to contact an SMS staff member?

The quickest method is via email. All staff members' email addresses follow the same pattern: `lastname_firstname@dublinschools.net`.

At the SMS webpage, click "Building Staff" to search.

VISITING SMS

- Coming to SMS?

Please come to the Office/Door 1 to sign in.

2017-2018 CLASS SCHEDULES

6 Gr	8:15 Bell	In building
	8:28-8:33	Home Base
	8:35-9:25	1st Pd
	9:27-10:17	2nd Pd
	10:19-11:09	3rd Pd
	11:11-11:41	4th Pd/ <u>Lunch</u>
	11:43-12:33	5th Pd
	12:35-1:25	6th Pd
	1:27-2:17	7th Pd

	2:19-3:08	8th Pd
	= = = = =	
7 Gr	8:15 Bell	In building
	8:28-8:33	Home Base
	8:35-9:25	1st Pd
	9:27-10:17	2nd Pd
	10:19-11:09	3rd Pd
	11:11-12:01	4th Pd
	12:03-12:33	5th Pd/ <u>Lunch</u>
	12:35-1:25	6th Pd
	1:27-2:17	7th Pd
	2:19-3:08	8th Pd
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	10:19-11:09	3rd Pd
	11:11-12:01	4th Pd
	12:03-12:53	5th Pd
	12:55-1:25	6th Pd/ <u>Lunch</u>
	1:27-2:17	7th Pd
	2:19-3:08	8th Pd

**This information is revised often.
Please bookmark the SMS webpage.**